

ROUTING AND RECORD SHEET

DD / S R E G I S T R Y

SUBJECT: (Optional)

Contract Personnel (Domestic United States)

FILE

Personnel

FROM:

Deputy Director for Support 7D26 HQ

EXTENSION

NO.

DATE

20 DEC 1963

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. **Executive Director-
Comptroller 7D59 HQ**

Kirk:

I attach hereto a tabulation showing the number of contract personnel we now have employed in the United States. Most of these are legitimate; some probably are not.

With a tight personnel ceiling it is logical to assume that components will attempt to place more people on contract. I suggest that you may wish to have your Manpower Control Officer consult with the Director of Personnel with the idea of preparing an Action Memorandum which will preclude this sort of evasive action and perhaps require the Director of Personnel to refer to you any questionable cases.

100

LKW

Att

DD/S:LKW:jrf

Distribution:

- 0 - Adse w/O of Att to DD/S 63-
- 1 - DD/S chrono 5524
- ✓ 1 - DD/S subj w/cc of DD/S 63-5524 and att

DD/S 63-5524 - Memo dtd 4 Dec 63 to D/Pers fr Chief, CFD/OP, subj

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MEMORANDUM FOR: Director of Personnel

SUBJECT : Contract Personnel in Washington, D. C.
Metropolitan Area [REDACTED]

REFERENCE : Memorandum to Director of Personnel from
DD/S dated 22 November 1963

In reply to the Deputy Director of Support's request for further analysis of contract personnel in the domestic United States, a review shows that [REDACTED]

The next largest single group are the 24 positions approved by the DD/S for the Office of Training in 1958. These positions are charged to ceiling and probably could be considered for staff or at least reserve. However, should these positions be converted, problems will arise due to citizenship of present incumbents, which can result in a loss of position for some individuals and difficult replacement problems.

The third largest group is employed by the Office of Personnel in its recent accelerated recruitment program. At the time of the writing of the prior report, we listed 15 clericals outlined as support to the field recruiters. This number has since increased to 19. The same reasons which governed their initial hire on contract, rather than staff or reserve, still prevail, i. e., lack of ceiling.

Of the 26 remaining positions on contract [REDACTED] [REDACTED], 5 are employed by FDD as independent contractors and compensated per thousand words translated. As previously reported, this is fundamentally WAE (intermittent) employment and does not readily lend itself to hire by staff or reserve appointment. The subject matter translated by these individuals ranges from classified materials regarding nuclear energy to non-technical articles and as the language differs in each position, the combining of this work into one full time staff or reserve position is not feasible.

The maintenance man for the Commo [] who was originally hired on a part time basis is now full time. Since he is charged to ceiling, there appears to be no real reason why conversion to a reserve status could not be considered. The Office of Communications is reviewing this position.

In our first report, we mentioned the 5 contract wives employed by Commo as crystal grinders [] Due to the irregular nature of the work and lack of [] we do not believe these positions could possibly be filled by reserve appointees. The custodian for the [] as previously reported, could not meet staff security requirements. To effect any change in this position would necessitate dropping the present incumbent, who is meeting the requirements of the position very satisfactorily, and replacing this individual with a new employee. While this can be done, it does not seem from the standpoint of equity that this is the proper solution. A similar situation exists in [] where the individual on contract could not when originally hired, meet the staff medical requirements for the clerical position. This position,



The economist preparing the timber study for ORR is engaged in a wrap-up of this project. ORR informs us that [] report is being circulated for review. If no further analysis is needed, his contract will be terminated. The four contract positions in TSD (two [] perform their duties on an infrequent and unscheduled basis. Due to their highly intermittent use the contract instrument serves as the simplest and most convenient method of hire. As previously discussed the lawyer on contract with [] is not charged to ceiling but like other situations which present themselves, his skill is vitally needed and neither OGC nor [] has a ceiling vacancy. The safehouse position in the Office of Operations

employment to an elderly person not yet eligible for social security. We feel that employment by contract is the proper hiring device and recommend against making any change in this position. [redacted] the resident architect for the building was formerly staff and is now in the process of being converted back to staff. The Office of Logistics informs us that the necessary papers are in process. The motion picture producer position in OTR was converted from staff to contract 11 July 1961 and charged to ceiling at that time. Due to the singular nature and the unusual job characteristics and requirements of this position, employment by contract appears to be the most appropriate method of hiring.

As you know since preparing the last report, consideration is being given to an Office of Personnel qualifications "project" which will utilize 10 former employees (retired) on contract as re-employed annuitants. The reason here is the same as before, i.e., a pressing need and no ceiling.

We have also been informed by the Office of Security that they will be submitting requests, (if their project is approved) for contract positions to meet a need for thirty man-years of contract clerical help. These persons will be used to alleviate a file situation of which the DD/S is cognizant. The reasons for "project" and the use of contracts are the same as above.

As the ceiling squeeze becomes ever tighter, considerable pressure has been felt from various components to place a greater number of individuals in a contract status. The use of career agents and contract employees in DD/P and the use of the "project" device as mentioned in the previous paragraphs will add to the increasing numbers of persons employed on contract [redacted] but overseas.

Attached is a statistical breakdown of all contract personnel in [redacted] showing their present status with regard to ceiling and any proposed plans for their conversion to a staff status.

[redacted]
Chief, Contract Personnel Division

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